

DD/S 69-4334

23 SEP 1969

B P / C

F I L E

C & M

MEMORANDUM FOR: Executive Director-Comptroller

Following the discussion at the Deputies' Meeting on  
10 September 1969, the draft revision of [redacted] was changed:

- 25X1
1. To work in the ideas expressed in the preamble you presented at the meeting.

The first two paragraphs of your proposed preamble have been inserted as you drafted them but with a few minor editorial changes. The third paragraph of your draft has not been included per se. I suggest that the emphasis on "overtime without extra remuneration" may be troublesome if sharply stated in a policy-regulatory issuance. The same results are achieved by the first two paragraphs and the provisions of the regulation. We believe that essential elements of your third paragraph are contained in subparagraphs [redacted] and [redacted]

25X1

[redacted] These specify that personnel in the upper grades are expected to organize so that overtime for them is unnecessary. They do provide, however, that overtime can be compensated in toto for production type duties when duly approved and for hours in excess of 48 for non-production work.

2. To improve the wording of the subparagraph identifying approving authorities for irregular overtime.

25X1

We believe that paragraph [redacted] as attached contains sufficient control to meet the agreed desire to raise the approval level but provides sufficient flexibility to meet the unique requirements specified by Carl Duckett and Tom Karamessines.

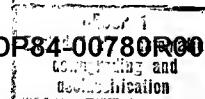
25X1

We would be pleased, at your convenience, to discuss in detail the proposed attached changes. Subject to your approval of these paragraphs, we would finalize [redacted] and circulate it for formal concurrence as discussed at the Deputies' Meeting.

SIGNED R. L. Bannerman

R. L. Bannerman

25X1 Att: Draft Pages 1 and 2, [redacted]



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Approved For Release 2003/04/29 : CIA-RDP84-00780R002800160006-1

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PERSONNEL

[redacted] 25X1

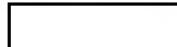
NEW  
29. HOURS OF WORK. The circumstances under which the Agency carries on some of the most important and critical aspects of its work are in large measure conditions over which the Agency has no control. They are dictated by the course of world events, the needs of the policy-makers of the Government, and other circumstances which are not predictable. It is impossible to accomplish the intelligence mission successfully with a rigid, prearranged work schedule. On the contrary, Agency personnel must be flexible in their work habits and work schedules in order to take advantage of collection opportunities, to meet deadlines, and produce national intelligence in a timely manner.

- a. BASIC WORKWEEK AND WORK SCHEDULES. (No change)
- b. HOLIDAYS, RELIGIOUS HOLY DAYS, AND SPECIAL DISMISSALS. (No change)
- c. OVERTIME WORK AND COMPENSATION.

(1) DEFINITIONS

- (a) Regular overtime is work which is scheduled on a regular basis.
- (b) Irregular or occasional overtime work is overtime which is not regularly scheduled.
- (c) Directed overtime is that overtime work which has been officially ordered by a designated senior official.

PERSONNEL

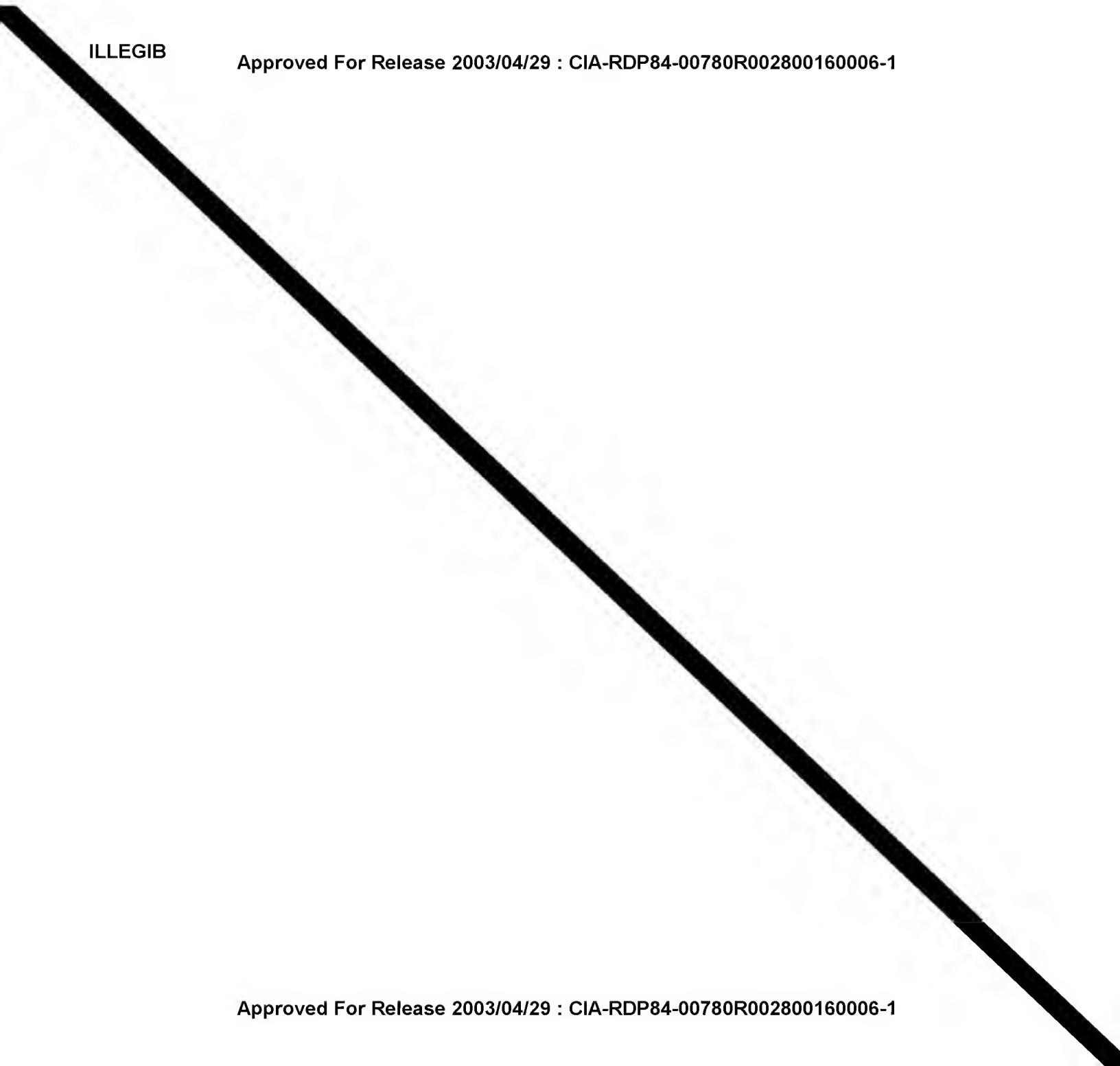


(d) Annual premium pay is a form of overtime pay designed to compensate an employee when his duties require substantial amounts of irregular or occasional overtime work and night, holiday and Sunday work which cannot be administratively controlled and when he is primarily responsible for recognizing the circumstances which require him to be on duty; it may not be used to compensate for regularly scheduled overtime duty.

(2) POLICY

- (a) All levels of management are expected to exercise sound judgment in planning work requirements and schedules so that directed overtime normally is not required.
- (b) Overtime generally will be used only to meet unforeseen developments or circumstances. Funds must be available for all directed overtime even though compensatory time in lieu of overtime payments are contemplated.
- (c) Both regularly scheduled overtime and annual premium pay in lieu of overtime must have the prior approval of the appropriate Deputy Director or Head of Independent Office. Annual premium pay in lieu of overtime must have final approval of the Director of Personnel.
- (d) Irregular or occasional overtime may be authorized by Operating Officials and Heads of Independent Offices and other senior officials to whom such authority has been delegated by Deputy Directors.

ILLEGIB



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R. L. Bannerman

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